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**DATE: JUNE 26, 2007**

**TO: CODE ADMINISTRATION CUSTOMERS AND STAFF**

**FROM: JOHN CATLETT, DIRECTOR**

**SUBJECT: USE OF SEALS ON PLANS - CODE OF VIRGINIA REQUIREMENTS**

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The purpose of this policy is to provide guidance and the requirements pertaining to Section 54.1-410B of the Code of Virginia. This requires Virginia licensed registered design professionals (RDP) to seal their work regardless of if the plans require an RDP seal in accordance with §54.1-402. As noted in the Virginia Department of Housing and Community Development memo (attached PDF), if a registered design professional prepares drawings, the plans must bear the seal and identifying information of the design professional pursuant to regulation 18 VAC 10-20-760B.4 of the Department of Professional and Occupational Regulations (DPOR).

Section 54.1-410B of the Code of Virginia states that the type of project determines if a Virginia RDP seal is required. In additions, Virginia RDPs cannot practice outside of their area of licensure and training. (18 VAC 10-20-760.B.4)

Once it is determined that submitted plans require the seal of an RDP, it is important to ensure that status of the Virginia RDP is verified. License verification will be done using the DPOR website ([www.dpor.virginia.gov](http://www.dpor.virginia.gov)) or by calling DPOR directly. For individuals working for a firm and not as a sole proprietorship, the firm's registration number should be provided on the plans and it will be verified using the DPOR website or phone number.

**Beginning August 1, 2007**, plans will not be accepted into the review process when:

- A license number cannot be verified;
- The design professional has not hand-signed (or electronically signed) and dated the face of the seal;
- The seal does not conform in detail and size (2 inches in diameter) to the illustrations on the attached document from DPOR;
- Or a plan has been prepared by a Virginia licensed RDP, regardless of if it is required or not, and it has not been properly sealed and signed.

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This should not be construed to require a seal of an out of state RDP when plans are not required to be sealed by Virginia Law. It should not be construed to assume that plans containing the name of an RDP firm were actually prepared by an RDP or under their guidance. In these cases, and with all plans not prepared under an RDPs guidance, the plans must be signed by the person preparing the plans, and must contain the address, phone number and occupation of the preparer.

If you have any questions, please contact the Plan Review Division Chief at 703.746.4193 or the Deputy Director at 703.746.4185.

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